



Vaal University of Technology

VISITING LECTURER/SCHOLAR POLICY

The following information to be completed by the policy owner/custodian:	
Title	Visiting Lecturer/Scholar Policy
Approving authority	Senate
Field of application	All staff members
Compliance to	All academic staff
New or revised policy	New
Last date of approval	
Next review date (initiated by policy owner/custodian)	July 2016
Stakeholders consulted	DVC: Academic and Research EMC Institutional Forum Executive Senate Research and Innovation Committee Unions
Policy Management (designation and name)	Executive Director: Research Dr BJ Johnson
Cross-reference	This policy is to be read in consultation with the Research and the Human Resource Policies
Language edited	Yes
Scrutinised by a legal person	Yes

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VISITING LECTURER/SCHOLAR POLICY

The Vaal University of Technology (hereafter referred to as VUT or the University) is continuously seeking ways to develop its research and academic culture. One such avenue is through the use of visiting lecturers/scholars - eminent academics who are able to support the growth and development of the VUT into a technology – focused university.

1. PURPOSE

The focus of the visiting lecturer/scholar award is on research, specifically in terms of infusing research into academic development and curriculum design.

Through the allocation of this award, both the academic and research functions, and their complementary integration will be supported.

Departments will bid for these awards in their respective faculties based upon the sound nature of their proposals in supporting the development of the VUT into a technology-focused university. The applications will be submitted to the Executive Senate Research and Innovation Committee for approval.

- 1.1 The objectives of this award are to bring to the University:
 - a) eminent academics based either in South Africa or abroad
 - b) eminent academics affiliated with other educational institutions or with industry within South Africa or abroad.
- 1.2 These visiting lecturers/scholars will be expected to provide academic stimulus by means of lectures, research seminars or similar contributions within the University.
- 1.3 Grants contribute towards both travel and subsistence costs, for a *maximum of 30 days*.

2. CONDITIONS

- 2.1 Normally, only 2 (*two*) visitors are allowed *per faculty per year*, and academics are discouraged from repeatedly bringing the same individual to the University, unless a period of three years has lapsed from the date of that person's previous visit.
- 2.2 Where a grant is not taken up within three months after the scheduled date of the visit, the applicant is to ensure that the sum awarded is transferred back into the Research Directorate's cost-code.
- 2.3 Following the visit, a brief report must be submitted to the Executive Senate Research and Innovation Committee that details the achievements of the visit, any difficulties encountered during the visit and makes suggestions for future visits (Appendix B). The applicant is responsible for ensuring that the report is completed and submitted to the Research Directorate.
- 2.4 All applications (Appendix A) must be typed.
- 2.5 All applications must be signed by the applicant, the Head of Department and the Executive Dean. Visitors should have some degree of contact/teaching at the undergraduate and

postgraduate levels in their proposed programmes. Contact with staff for the purpose of encouraging the completion of their qualifications should be facilitated.

2.6 Research undertaken whilst at the University must be published under the VUT's affiliation.

3. ELIGIBILITY

3.1 VUT permanent academic staff members and contract appointees on academic conditions of service may apply to bring visiting lecturers/scholars to the VUT.



VISITING LECTURER/SCHOLAR

APPLICATION FORM

SECTION 1

Deadlines for submission of applications to the Research Directorate:

Please contact the Research Directorate to enquire about the dates of submission deadlines.

Dates of committee meetings where awards are decided:

Please contact the Research Directorate to enquire about dates of meetings.

Purpose:

The focus of the visiting lecturer/scholar fund is on research, specifically in terms of infusing research into academic development and curriculum design.

Through the allocation of this fund, both the academic and research functions, and their complementary integration will be supported.

Departments will bid for these funds in their respective faculties based upon the sound nature of their proposals in supporting the development of the VUT into a technology-focused university. The applications will be submitted to the Executive Senate Research and Innovation Committee for approval.

- The objectives of this fund are to bring to the University:
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- Grants contribute towards both travel and subsistence costs, for a *maximum of 30 days*.

Conditions:

- Normally, only 2 (*two*) visitors are allowed *per faculty per year*, and academics are discouraged from repeatedly bringing the same individual to the University, unless a period of three years has lapsed from the date of that person's previous visit.
- Where a grant is not taken up within three months after the scheduled date of the visit, the applicant is to ensure that the sum awarded is transferred back into the Research Directorate's cost-code.
- Following the visit, a brief report must be submitted to the Executive Senate Research and Innovation Committee that details the achievements of the visit, any difficulties encountered during the visit and makes suggestions for future visits (Appendix B). The applicant is responsible for ensuring that the report is completed and submitted to the Research Directorate.
- All applications (Appendix A) must be typed.
- All applications must be signed by the applicant, the Head of Department and the Executive Dean. Visitors should have some degree of contact/teaching at the undergraduate and postgraduate levels in their proposed programmes. Contact with staff for the purpose of encouraging the completion of their qualifications should be facilitated.
- Research undertaken whilst at the University must be published under the VUT's affiliation.

Eligibility:

- VUT permanent academic staff members and contract appointees on academic conditions of service may apply to bring visiting lecturers/scholars to VUT.

More information available from:

- The Research Directorate.

Submit application to:

Executive Senate Research and Innovation Committee secretary on or before deadline dates.

No late, incomplete or retrospective applications will be accepted.

SECTION 2**1. Details of applicant**

Name			
Tel. Ext		E-mail	
VUT appointment date:			
Department		Faculty	

2. Details of visiting lecturer/scholar

Name		
Institutional affiliation		
Present position		
Specific field of study/interest		
Address		

3. Additional information required

Please submit an abbreviated CV of the visiting lecturer/scholar and a list of his/her publications for the past five (5) years.

4. Duration of visit (supply dates)

From		To	
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5. Activities of visiting lecturer/scholar

Please list in detail the proposed academic activities of the visitor and indicate how he/she will contribute to the academic interests of postgraduate students and teaching staff at VUT. (Note: These activities are critical in the evaluation of the application.) The information you provide must convince the **Committee that the proposed visit and activities of the visiting lecturer/scholar will provide a significant academic stimulus to the University; that is, present the value that the proposed scholarly visit brings to the VUT that would not readily be achieved by other means.**

Postgraduate students

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Support staff with staff qualification completion
Provide advice on infusing research into curriculum
Research Seminars

6. Costs (to be indicated in ZAR)			
Funding shall be considered for only:			
<ul style="list-style-type: none"> • Economy class return airfare (3 quotes to be attached, cheapest quote to be used) • Accommodation (guest-house) • Subsistence for a maximum of 30 days (only for duration of visit). 			
Note: Normal VUT financial procedures are to be followed. The Procurement and Subsistence policies are to be consulted.			
a) Airfare quote			
b) Subsistence:		days @ R	per day (30 days max)
c) Accommodation			
d) Total:			

Signature of Applicant		Date	
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7. Date of last award for visiting lecturer/scholar	
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8. This section is to be completed by Head of Department (if he/she is not the applicant)			
Note: Only 2 visitors allowed per faculty per year			
8.1. Comment by Head of Department			
8.2. Recommendation	Strongly supported	Supported	Not supported
Signature of Head of Department		Date	
Designation	Name in block letters		

9. This section is to be completed by the Executive Dean (or designated authority such as the Executive Director: Research) (if not applicant) Note: Only 2 visitors allowed per faculty per year.			
9.1. Comment by Executive Dean/Designated Authority			
9.2. Recommendation	Strongly supported	Supported	Not supported

Signature of Executive Dean or Designate Authority		Date	
Name in block letters			

Application checklist	
Have you attended to/included the following:	Please tick ✓
Abbreviated CV of the visiting lecturer/scholar	
Research outputs of visiting lecturer/scholar for the past 5 years	
Airfare quotations	
Accommodation quotations	
Subsistence calculated correctly	
Duration/dates of visit confirmed	
Recommendation by Head of Department	
Recommendation by Executive Dean/Designated authority	



VISITING LECTURER/SCHOLAR REPORT

Name & surname of visiting lecturer/scholar	
Date of visit	
Department	

1. What was achieved during the visit?

2. Were any difficulties encountered during the visit?

3. Any suggestions for future visits:

4. Any additional comments:

5. Summary of expenditure (Kindly indicate how the allocated funds were utilised)

Awarded Amount	R
Less Airfare	R
Less Accommodation	R
Less Subsistence (Daily allowance)	R
Balance	R

Title, initials & surname of applicant			
Signature of applicant		Date	

Signature of visiting lecturer/scholar		Date	
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